

Last Revised Date: 03/21/2018

## General Information

Task	Process Information
Creating a Non-PO (Purchase Order) Voucher	A non-PO voucher is a voucher that is entered with no corresponding source documentation (eg. Receipt and /or Purchase Order). You can do a non-PO voucher for any order less than or equal to \$2500 (less than or equal to \$500 for District Court) that is NOT covered by a Blanket Contract.

## Before you Begin

If you do NOT know the GEARS Vendor ID to be used on the voucher, you can look it up using the vendor's Tax ID Number. If the Vendor ID is known and has been reviewed for accuracy, you can skip this step and enter the Vendor ID in step 2 below.

**Note:** Please verify the vendor address to be sure it is accurate. If not, please complete a Vendor Maintenance Form and send it to the Department of Budget and Finance (DBF). The form is available on the GEARS website:

<http://mdcourts.gov/gears/forms.html>

Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Effective Status
▼ Actions	0000009085	HEABUNDAN-001	202603133	000	THE ABUNDANCE CATERING COMPANY	9 VERNON AVE		GLEN BURNIE	MD	21061-0000	Active

## GEARS Navigation

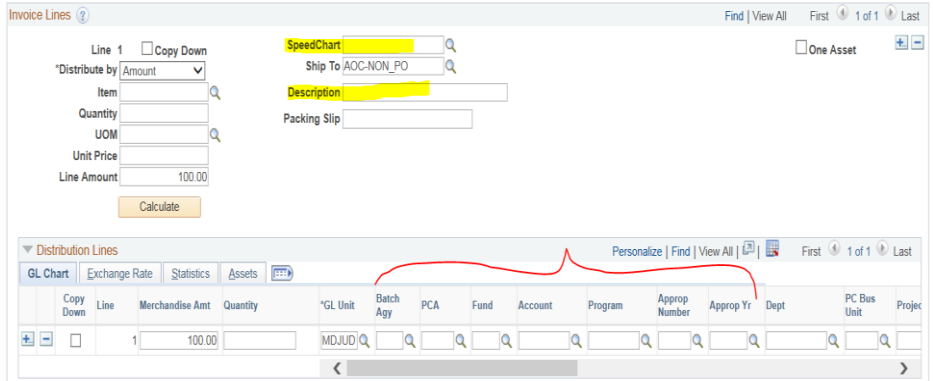

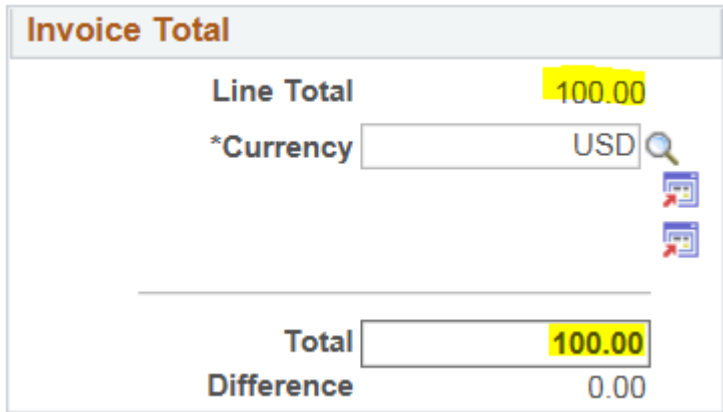

Accounts Payable > Vouchers > Add/Update  
> Regular Entry


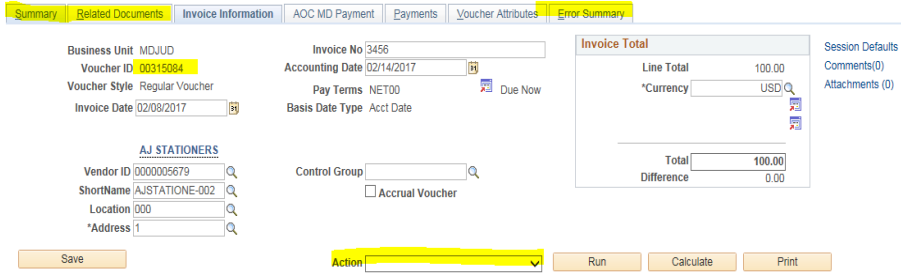


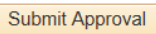
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

## 1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	From the "Add a New Value" Tab	<p><b>Voucher</b></p> <p>Find an Existing Value   <b>Add a New Value</b></p>
2.	Click the <b>Add</b> button.	
3.	<p>On the <b>Invoice Information</b> tab - enter the following information:</p> <p><b>Follow these Department of Budget and Finance standards:</b></p> <p>Please enter the invoice numbers exactly as provided on the invoice. However, if your invoice does not provide a specific number, please follow the below standardizations to create an invoice number.</p> <ul style="list-style-type: none"> <li><b>Invoice No (Number)</b> – Date of the invoice, YYYYMMDD, followed by the initials of the company name in capital letters. Example: An invoice is received and dated March 15, 2015 from the Office Supply Network without a specific invoice number provided. The user should enter the invoice number as 20150315OSN. <b>Note:</b> Where hyphenated or multiple last names are used, the last "last name" is to be utilized in the invoice number for all invoices. Example: John Andrews-Sanders, invoice number would utilize the initials JS. Andy Jon De Smith, invoice number would utilize the initials AS.</li> <li><b>Invoice Date</b> – Date the invoice was received by the Judiciary</li> <li><b>Accounting Date</b> – Using the format of <u>mmddyyyy</u> enter the current date (today).</li> <li><b>Select / Enter Vendor ID</b> (as found in "Before you Begin" at the top of this document).</li> </ul>	

	<ul style="list-style-type: none"> <li><b>Total</b> – Enter the total of your invoice.</li> <li>* <b>Note:</b> If this was an Accrual Voucher as informed by DBF at year-end, check the <input type="checkbox"/> <b>Accrual Voucher</b> checkbox.</li> </ul>	
4.	<p>At the top right of the <b>Invoice Information</b> tab, click on the <b>Attachments</b> link – Be sure to attach a copy of your invoice. <b>Note:</b> Your voucher will not save without an attachment.</p>	<p>Session Defaults</p> <p>Comments(0)</p> <p>Attachments (0)</p>
5.	<p>On the <b>Invoice Information</b> tab - enter the following information:</p> <ul style="list-style-type: none"> <li><b>Line Description</b> – Summarize what is being paid.</li> <li><b>Enter Distribution Line Chartfield Values</b> or select your <b>SpeedChart</b>.</li> <li><b>Note:</b> The selection of a SpeedChart will fill in the Chartfield values (i.e., accounting codes) with the exception of the “Account” (i.e. sub-object) and “Approp Yr” (i.e. fiscal year) - you will need to enter both. <b>SpeedCharts are labeled the same as your current known PCAs.</b></li> </ul>	
6.	 <p>Ensure the Gross Invoice Amount and Invoice Line Amounts balance on the Voucher header.</p>	
7.	 <p>Save the voucher by clicking the <b>Save</b> button.</p>	

<b>8.</b>	 <b>Confirm your voucher is saved.</b>	<ol style="list-style-type: none"> <li>1. You have (3) new tabs. (Summary, Related Documents and Error Summary).</li> <li>2. You have an (8) digit Voucher ID.</li> <li>3. You have "Actions" in your drop down box.</li> </ol> 
<b>9.</b>	 <b>Run your actions.</b>	<p>Select the "Budget Checking" action, and then click "Run".</p> 
<b>10.</b>	<p>Click  to submit voucher for approval.</p> <p>NOTE: Upon a "Valid" budget check, the Submit for Approval" button will become active on the "Invoice Information" tab.</p>	



## End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.